Springboard to knowledge

What's new in 3.2?

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Introduction

In this release we have prioritised to improve existing functionality that we know are wanted by our users. When we planned this release we went through lists with suggestions and feature requests from the consultative committee, our support team, our partners, our internal departments and general feedback from our users.

We then prioritised all the requests and suggestions and the result is it's learning version 3.2. We have focused on improving existing functionality rather than releasing new features. However, one of the new features is a brand new text editor. A new text editor was on the top of our users' wish list, along with an improved message system and discussion tool.

This document describes the changes between it's learning 3.1 and it's learning 3.2. The changes and new features are described in detail below and summarised as follows:

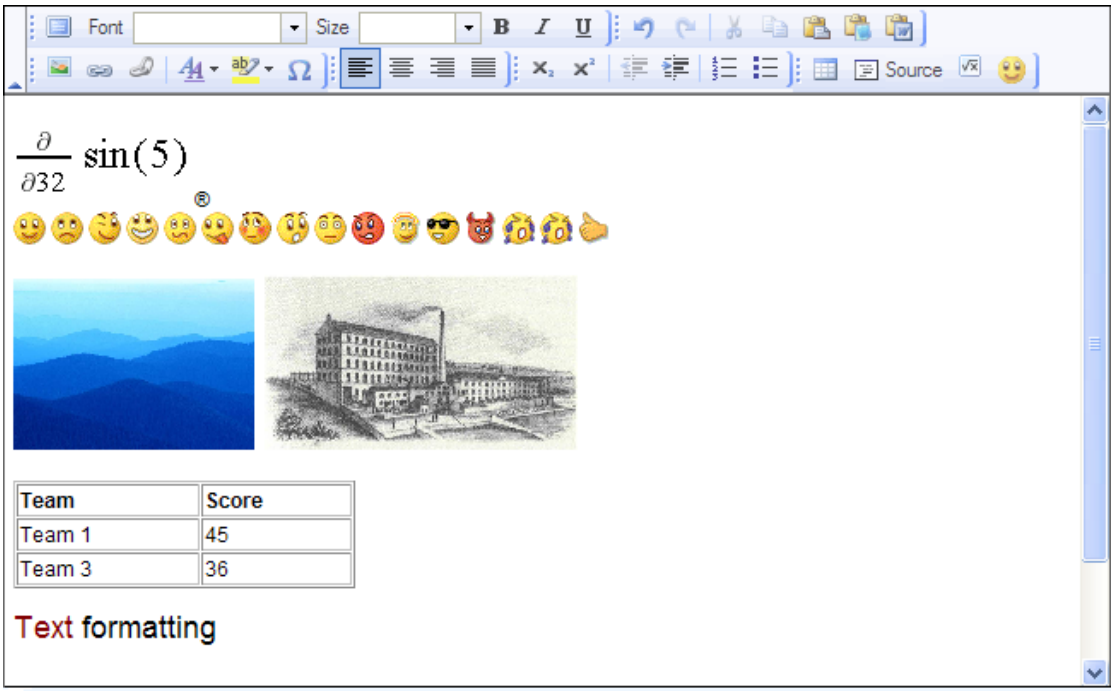
- New text editor
- Improved message system
- Improved discussion tool
- New online documentation
- it's learning mobile is updated
- New Add file uploader
- The assignment tool is updated

New features in 3.2

New text editor

Finally, here it is! The new Rich-text editor is neither based on Java or ActiveX, and works in most browsers.[1] The editor can automatically resize pictures. It cleans up text that is pasted from MS Word, has an improved WYSIWYG interface (what you see is what you get) and has more options and buttons. There is a set of emoticons (smileys) that can be used in discussions and more informal correspondence. The editor toolbars are customisable and users are allowed to change to full screen when writing in the editor.

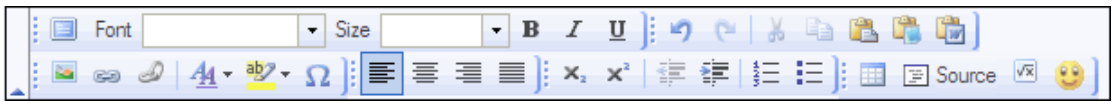
[1] Note that one exception is Safari browsers, but on a Mac the Rich-text editor will work with Mozilla Firefox and Camino.



The Java Applet and ActiveX editors are still available for those of you that prefer them. You can choose among four editors if you go to My settings → Customise it's learning → Select text editor.

Useful features in the editor

The editor toolbar has a number of different buttons. In the following the most important buttons are described. For a full explanation of all the buttons, see the online user manual (Getting started → Editors).



Maximise the editor size: Allows you to expand the editor to the entire work area. Click the icon again to return to normal size.

Insert image: Allows you to insert images from My web files or your computer.

Insert link: Allows you to insert and edit links

Insert tree link: Allows you to insert links to elements from the navigation tree, for example notes and assignments.

Text colour: Allows you to change text colour.

Background colour: Allows you to highlight text.

Special characters: Allows you to insert special characters such as © and

®

Undo: Allows you to undo the last thing you did in the editor.

Redo: Allows you to redo changes you do with the **Undo** function above.

Cut: Allows you to cut and paste selected text into another location.

Copy: Allows you to copy content from the editor to the clipboard.

Paste: Allows you to paste content from your clipboard into the editor.

Paste as plain text: Allows you to paste text and at the same time remove the formatting, for example bold formatting.

Paste from Word: Allows you to paste from Microsoft Word and keep the original formatting.

Insert/edit table: Allows you to insert and edit tables.

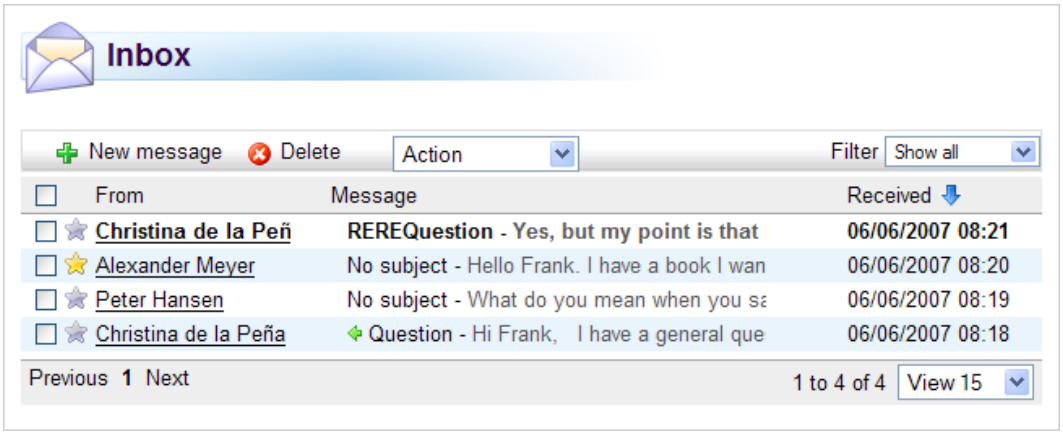
Source **Source:** Allows you to see the HTML source of the content. Click the Source icon to return to the original view.

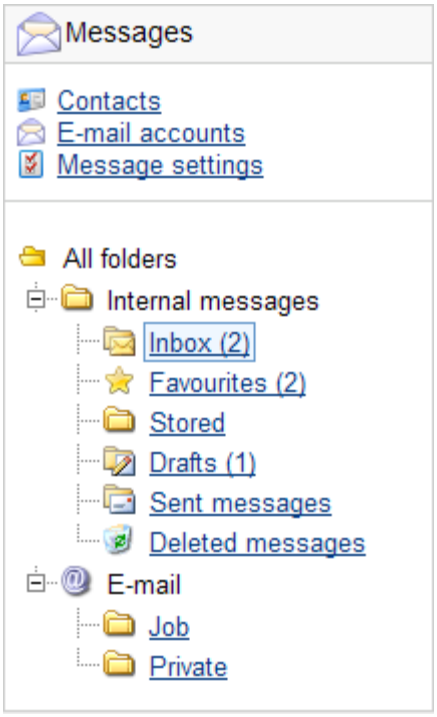
Equation: Allows you to insert equations.

Insert emoticon: Allows you to insert different emoticons.

Messages

The existing message system is upgraded with several new features. In general, the message organising is improved. The navigation is also improved: In the new version it is possible to select how many messages to show per page (50 is default). We enable filters and support for message previewing. It is for example possible to filter messages that are connected to a specific course. In version 3.2 it is possible to mark messages as favourites, save messages as drafts, see a preview of the message body, and empty the trashcan.

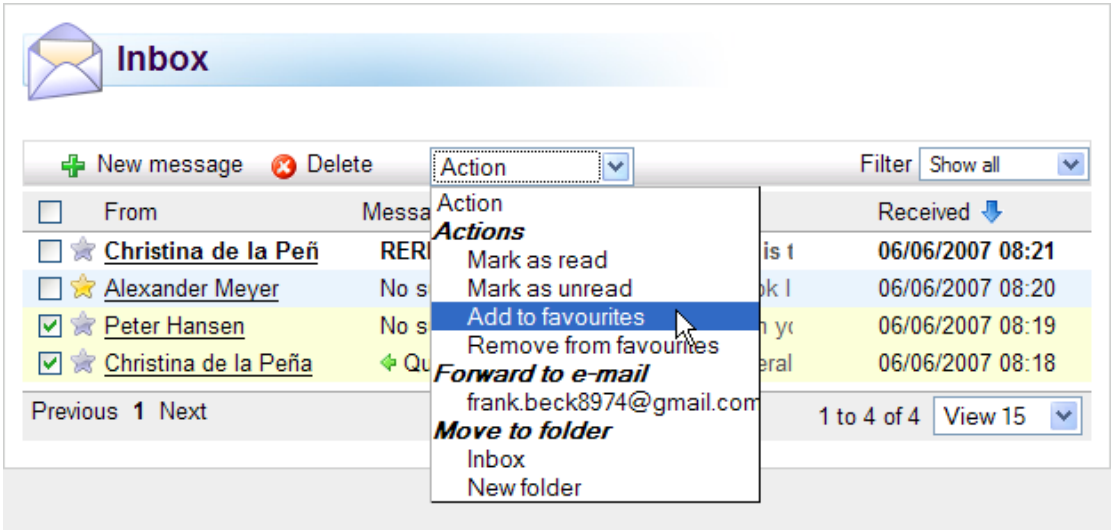




Actions

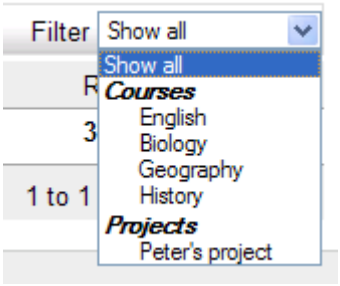
The new Action drop-down list is central in the internal message system. Except from New message, Delete and add and remove from favourites, every action is performed from this drop-down list. These actions are:

» Mark as read
» Mark as unread
» Add to favourites (another option is to click the)
» Remove from favourites (another option is to click the)
» Forward to e-mail
» Move to folder
» Create new folder



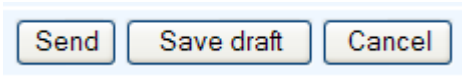
Message filters

The new message filter allows you to sort the messages from participants that belong to certain courses and projects. When you select for example English in the Filter drop-down list only the messages that are sent from participants that belong to this course are listed in the messages overview.



Drafts folder

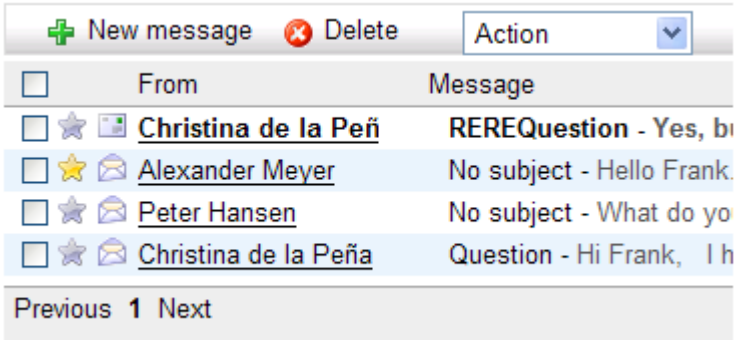
The drafts folder is new in version 3.2. All messages that are written are auto saved. If you are disconnected from the Internet or in other ways are logged out from it's learning you can always find a copy of your message in the Drafts folder. When you have started writing a message you can also choose to save it as a draft by clicking the Save draft button:



The drafts folder is available from the navigation tree.

Favourites

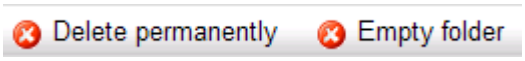
You can now add your favourite messages to a favourite folder. Adding messages to favourites is accomplished in the usual it's learning way by clicking the ☆ and ★. A grey star in front of the message means that the message is not added to the favourites, while a yellow star indicates that the message currently is a favourite.



You can find all your favourite messages in the Favourites folder in the navigation tree.

Deleted messages

In the Deleted messages folder we present a much sought after feature: the ability to empty the deleted messages folder. Click Empty folder to delete all messages from the folder. There is also a new link in the toolbar that allows you to select specific messages and delete them permanently.



Discussions

The discussion tool in it's learning can be used in a number of different situations. Teachers can for example create discussions about a certain subject in a course. In most cases it is a good idea to start a couple of threads yourself that can kick start the discussion. In these threads you can add questions that you think will engage the participants.

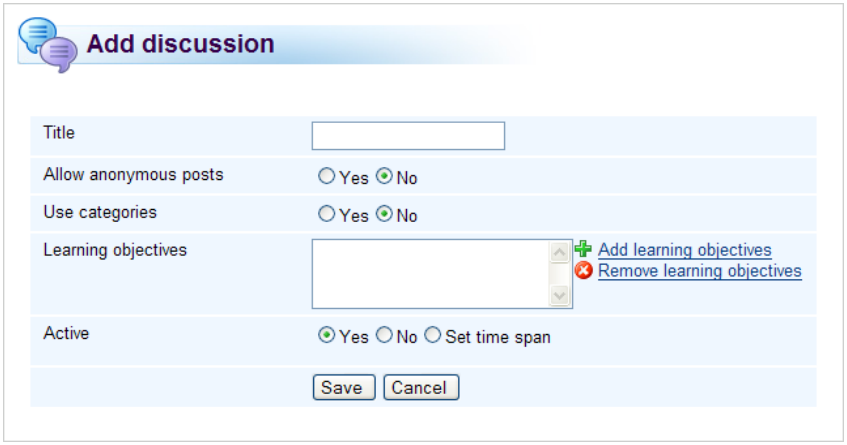
A discussion is also a fine tool when you have a newly created course and want to stimulate participation. A written presentation round in a discussion both allow the participants to get to know each other and make them log on to it's learning regularly to read or add entries.

In it's learning 3.2 we introduce a better overview in large discussion groups, allow anonymous posts, allow users to edit or delete their own posts, and we have also added support for avatars (personal pictures).

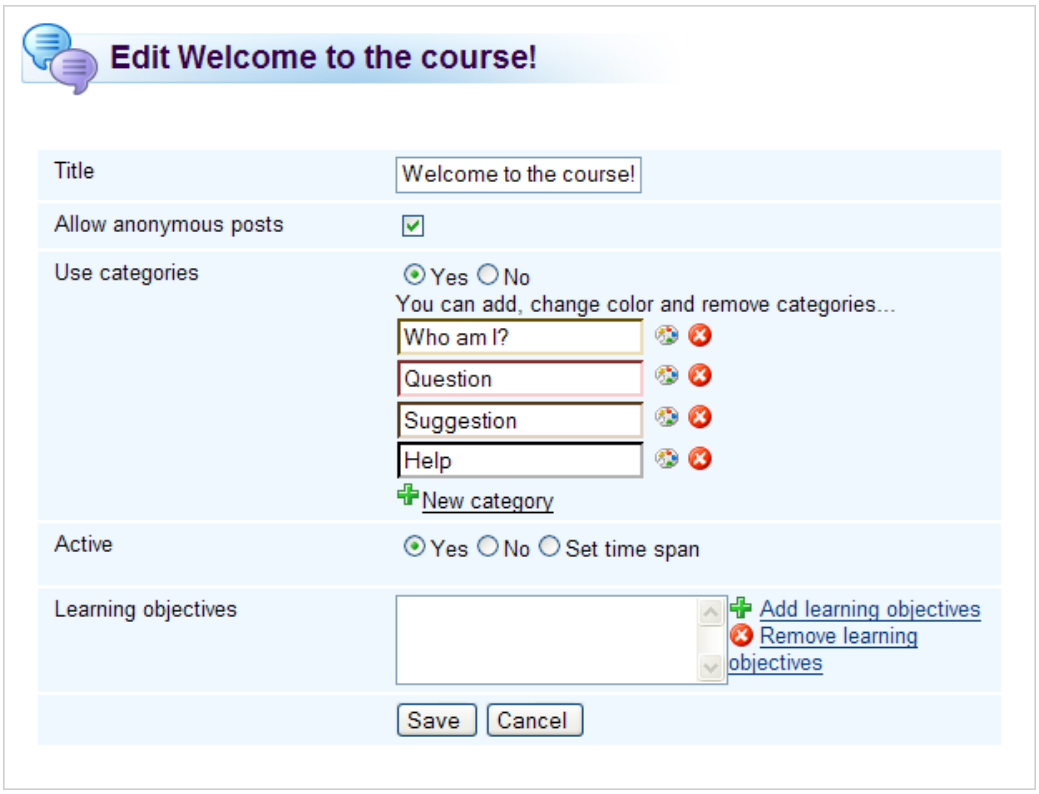
Adding discussions

The add discussion overview is slightly changed. When you add a new discussion you can select whether to allow anonymous posts. This means that the participants in a course can write entries without revealing their names. Their names are replaced with Anonymous. When adding a post the participants select whether they want to show their real name or remain anonymous.

You can select whether to use categories from the Use categories option.

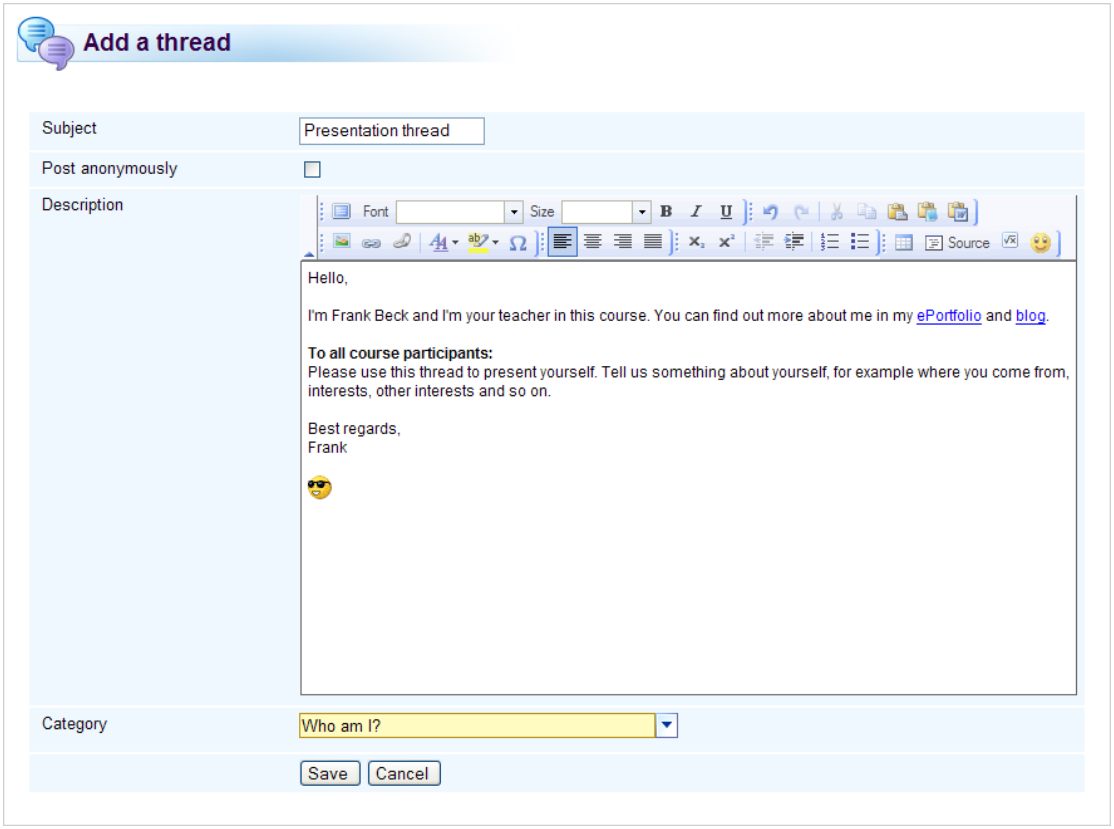


If you check **Yes** in the **Use categories** option you can enter your own category names, and add and delete categories. You can also change the category colours. There are several default categories listed, but these can easily be changed and customised. In the example below a teacher has added a discussion in a newly created course. You can see that a "Who am I?" category is added. The participants can use this category to present themselves.



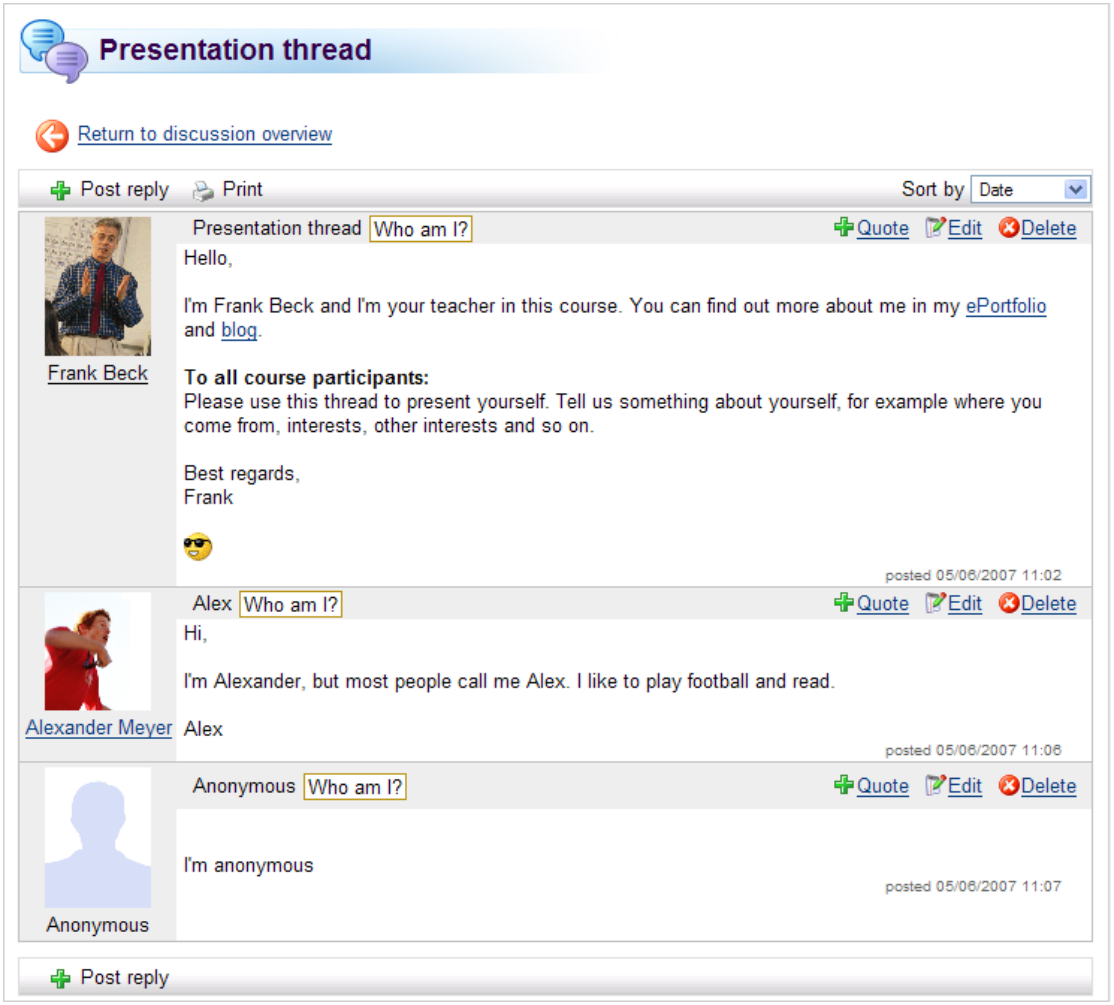
» Use the icon to delete categories. Click the icon and the category is deleted.
» Use the icon to change the category colour. Click the icon, and click on the preferred colour in the pop-up.

This is the **Add thread** overview:


Add a thread
Subject
Presentation thread
Post anonymously
Description
Font
Size
Source
Hello,
I'm Frank Beck and I'm your teacher in this course. You can find out more about me in my ePortfolio and blog.
To all course participants:
Please use this thread to present yourself. Tell us something about yourself, for example where you come from, interests, other interests and so on.
Best regards,
Frank
Category
Who am I?
Save
Cancel

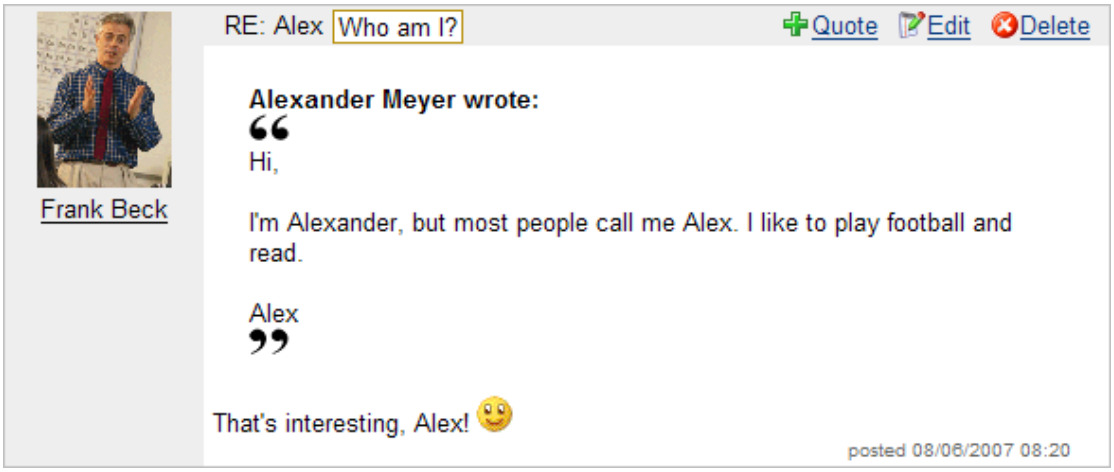
The **Post anonymously** function is new. If you check this box your name is not shown when you add the entry. If the discussion has categories enabled you must select a category from the **Category** drop-down list.

We have also introduced avatars or personal pictures in the posts. Avatars make the posts more recognisable and personal. The picture is shown to the left of your post. The picture is taken from your profile. You can upload a new picture by clicking **My settings → Change details → Change picture file**. Anonymous users and users that haven't added a profile picture are provided with a standard profile picture by it's learning. You can see this picture in the third post in the screen shot below, which is added by an anonymous user.



Replying to posts

You have two options when replying to posts. You can either use the Quote link in the post you are replying to. This means that a quote of the post you reply to is included in you post:

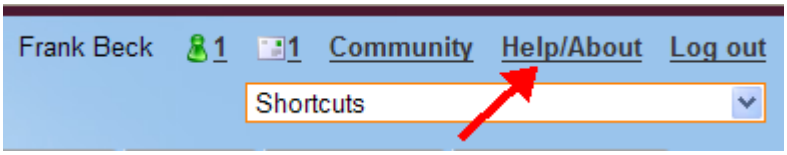


To post a reply without quoting a previous post, click Post reply

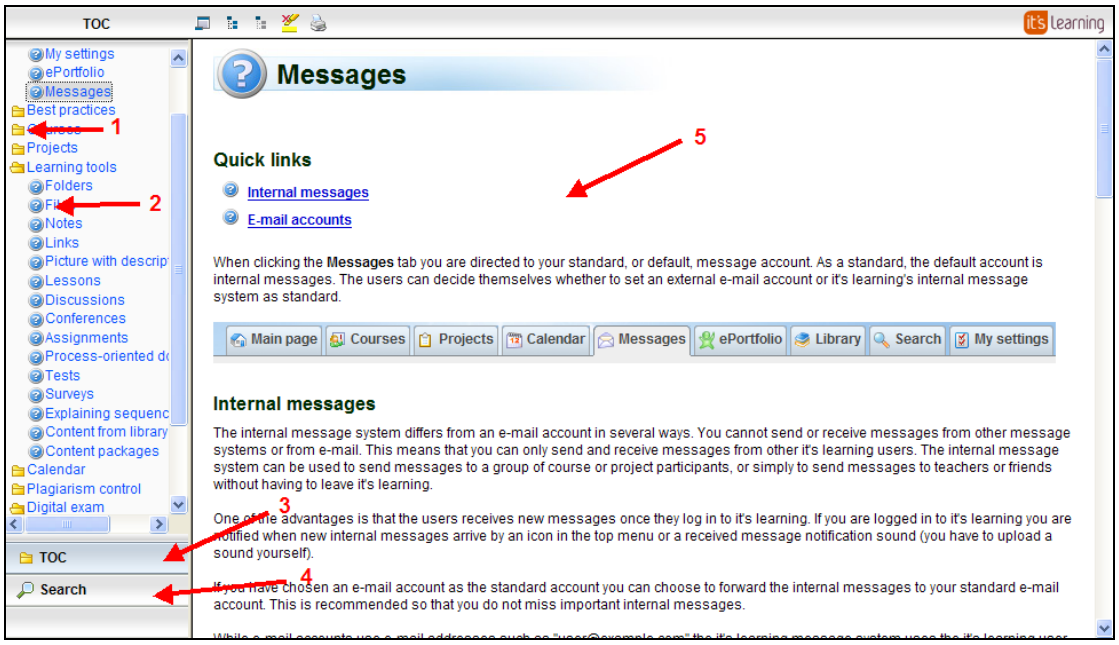
Documentation

The online user documentation is completely re-written. It is available in English, Norwegian, Swedish, Danish and Dutch. If you use German and Spanish language the English help is available. Norwegian nynorsk users have Norwegian bokmål as default.

The manual is quite simple to use. To open it, click the **Help/About** link in the top right corner of it's learning:



The help opens in a new window. To the left you have a list of different topics. You can click on the individual topics or use the search function.


TOC
it's learning
My settings
ePortfolio
Messages
Best practices
Projects
Learning tools
Folders
Notes
Links
Picture with descrip
Lessons
Discussions
Conferences
Assignments
Process-oriented d
Tests
Surveys
Explaining sequenc
Content from library
Content packages
Calendar
Plagiarism control
Digital exam
TOC
Search
1
2
3
4
5
Messages
Quick links
Internal messages
E-mail accounts
When clicking the Messages tab you are directed to your standard, or default, message account. As a standard, the default account is internal messages. The users can decide themselves whether to set an external e-mail account or it's learning's internal message system as standard.
Main page
Courses
Projects
Calendar
Messages
ePortfolio
Library
Search
My settings
Internal messages
The internal message system differs from an e-mail account in several ways. You cannot send or receive messages from other message systems or from e-mail. This means that you can only send and receive messages from other it's learning users. The internal message system can be used to send messages to a group of course or project participants, or simply to send messages to teachers or friends without having to leave it's learning.
One of the advantages is that the users receives new messages once they log in to it's learning. If you are logged in to it's learning you are notified when new internal messages arrive by an icon in the top menu or a received message notification sound (you have to upload a sound yourself).
If you have chosen an e-mail account as the standard account you can choose to forward the internal messages to your standard e-mail account. This is recommended so that you do not miss important internal messages.

1. A folder. Click on the folder to expand the topics in the folder.
2. A topic. Click on the topic to open it in the main frame.
3. The TOC tab (Table of Contents). This is the list with folders and topics.
4. The search tab. Click this tab to open the search function
5. The main frame. The topics appear here.

Assignments

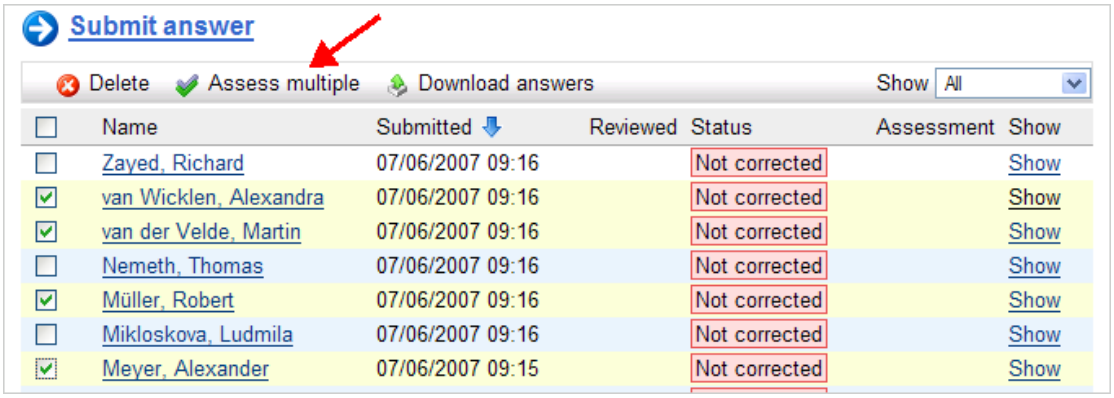
We have added support for batch assessment and improved group hand-in functionality. In addition we let the teachers select whether to allow participants to submit after deadline. Finally we allow teachers to

send reminders to participants that haven't submitted when a deadline closes in. The multiple assessment functionality is a feature we know the teachers want. When assessing the teachers can select whether to assess individual participants or several participants at the same time.

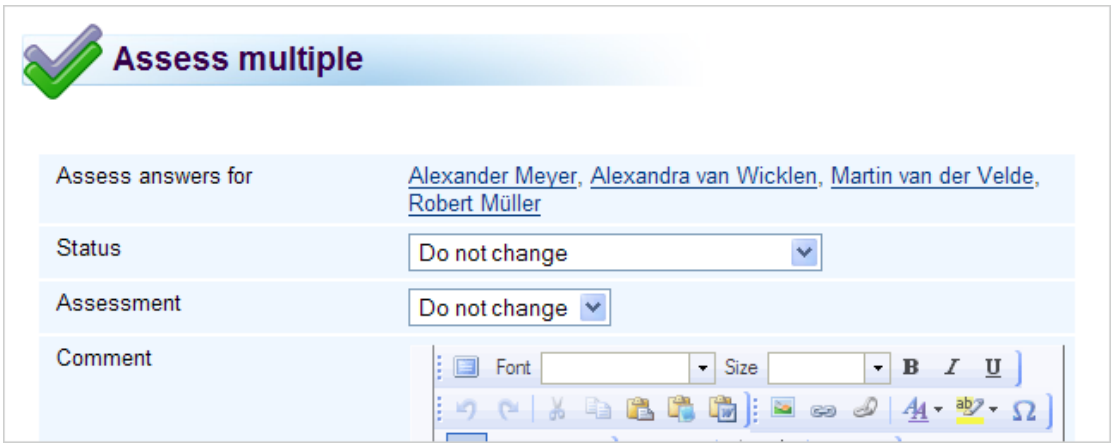
Multiple assessment

The **Assess multiple** function is time saving for the teacher when assessing. In the assessment process most teachers take notes along the way, and are left with a general impression on what grade the individual participant should receive. It is time saving for the teacher to assess all the participants that receives a C at the same time, instead of having to go through all the individual assignments to set a grade. This particularly applied to large courses.

When you want to assess multiple participants, check the boxes in front of the learners you want to assess in the same batch and click the **Assess multiple** link in the assignment overview:

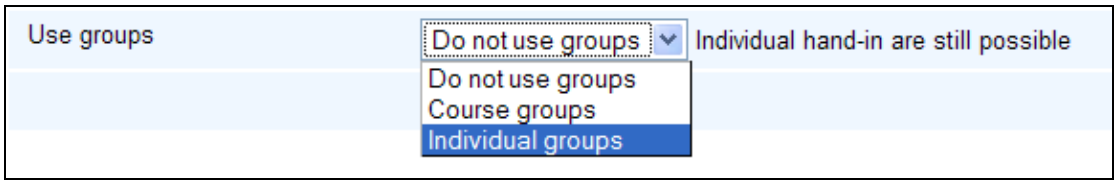


At the next page you see the participants you assess answers for, and you are allowed to change the status, set an assessment and enter a comment. Note that all the participants in the Assess answers for list receive the same status, assessment and comment.

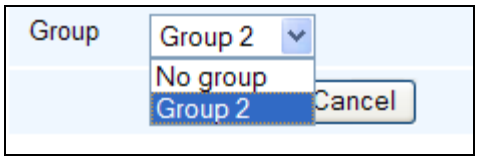


Group hand-ins: course groups

If you enable group hand-ins the teacher can select whether to use course groups or individual groups. A course group is a group that is created in a course from the Groups link in the navigation tree. Individual groups are groups that the participants create themselves.

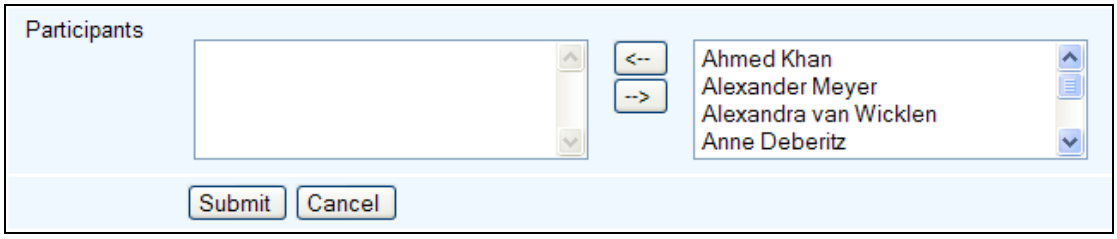


When you participate in an assignment as a member of a course group you answer the assignment as you normally do. When the assignment is ready one of the members submit it on behalf of the entire group. At the bottom of the answer assignment page there is Group drop-down list. Select your group from this list and click Submit. It is still possible to submit an assignment individually without being part of a group. In that case, select the option No group.



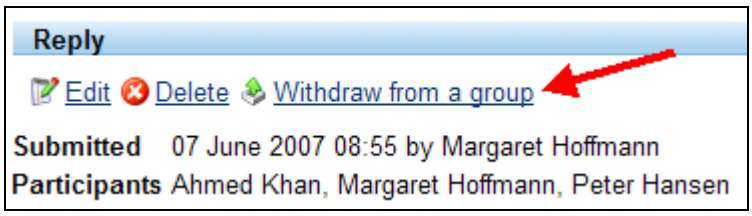
Group hand-ins: individual groups

If you enable individual groups the participants are allowed to create their own groups. The participant that submits the assignment select the other participants from a list:

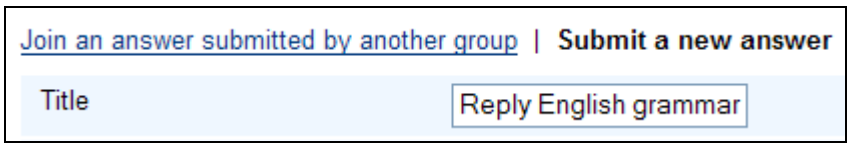


General group hand-in features

When you are part of a group that have submitted an answer you can withdraw from the group. Click on the assignment and click the link Withdraw from a group:

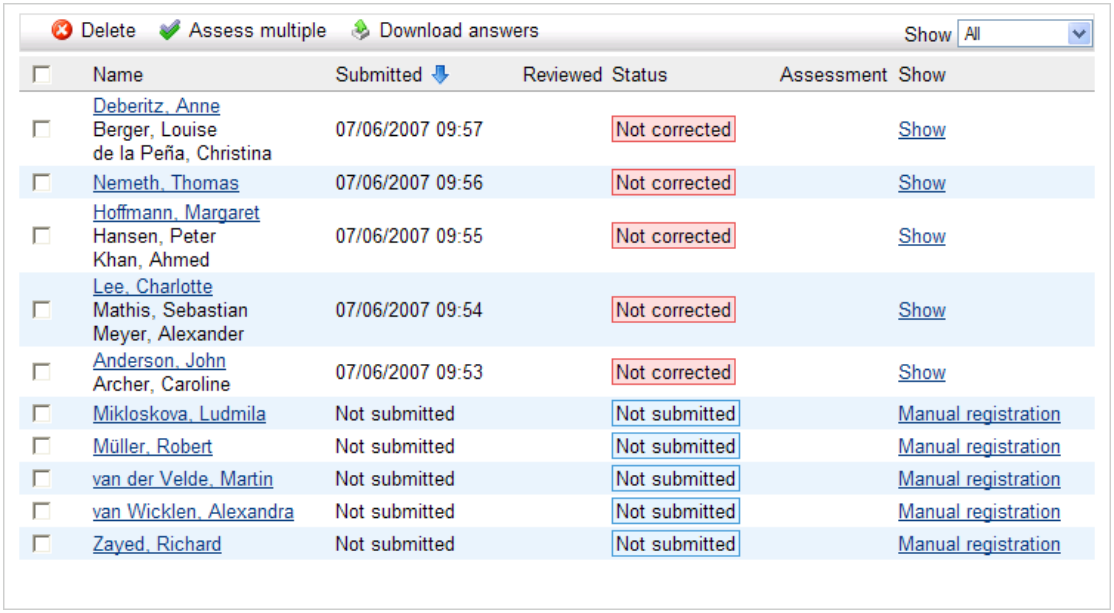


If you for some reason want to join another group's submitted answer you can click the **Join an answer submitted by another group** link.



Click the link and select the group you want to join from the drop-down list.

When groups are used the assignment overview looks like this for the teacher:

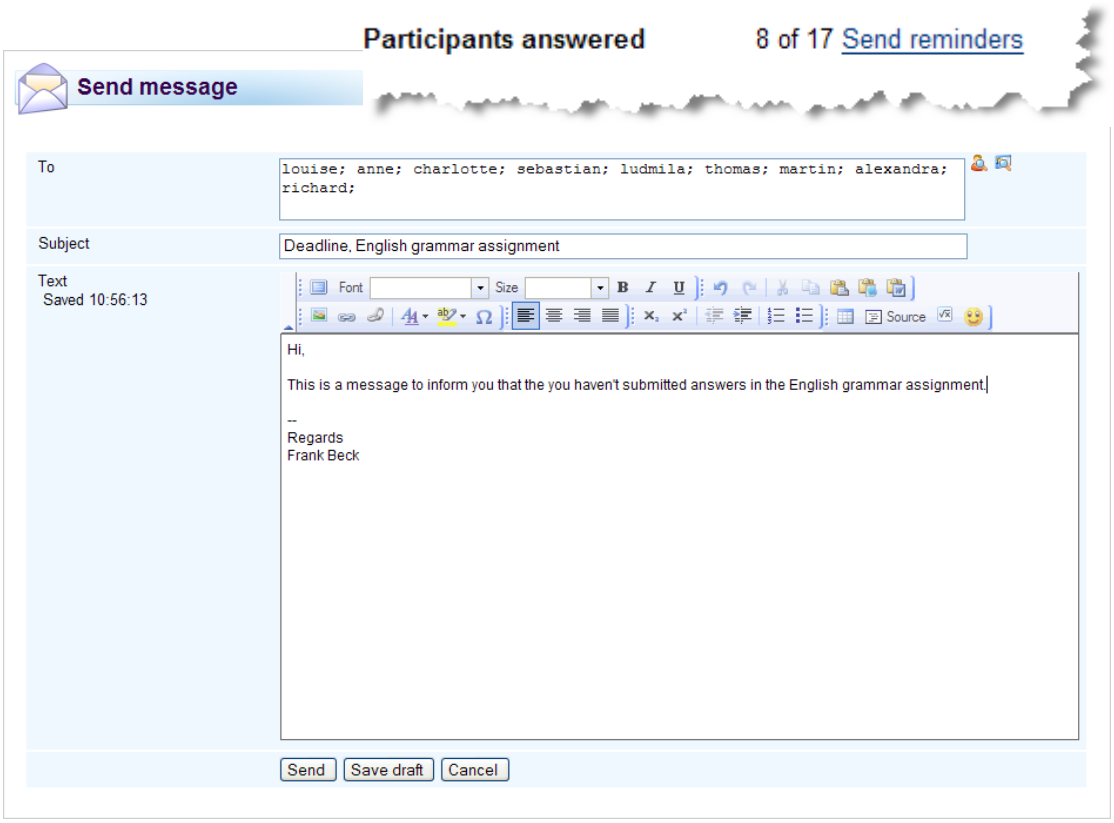


The participant that submitted the answer is listed first, with the other participants listed below. You can see that Thomas Nemeth has submitted his assignment alone.

Send reminders

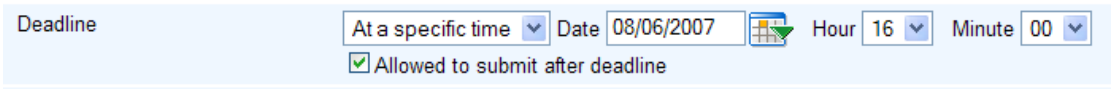
Teachers are now allowed to send reminders to participants that haven't submitted an assignment. This can be done manually from the assignment overview by clicking the **Send reminders** link. The reminder message is sent through the internal message system.

The addresses to the participants that haven't replied is automatically added in the To field and the teacher can write a message to the participants in the text field.



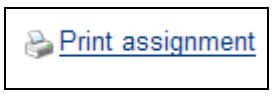
Submit after deadline

When the teachers add assignment they can now decide whether to allow the participants to submit after the deadline.



Print assignment

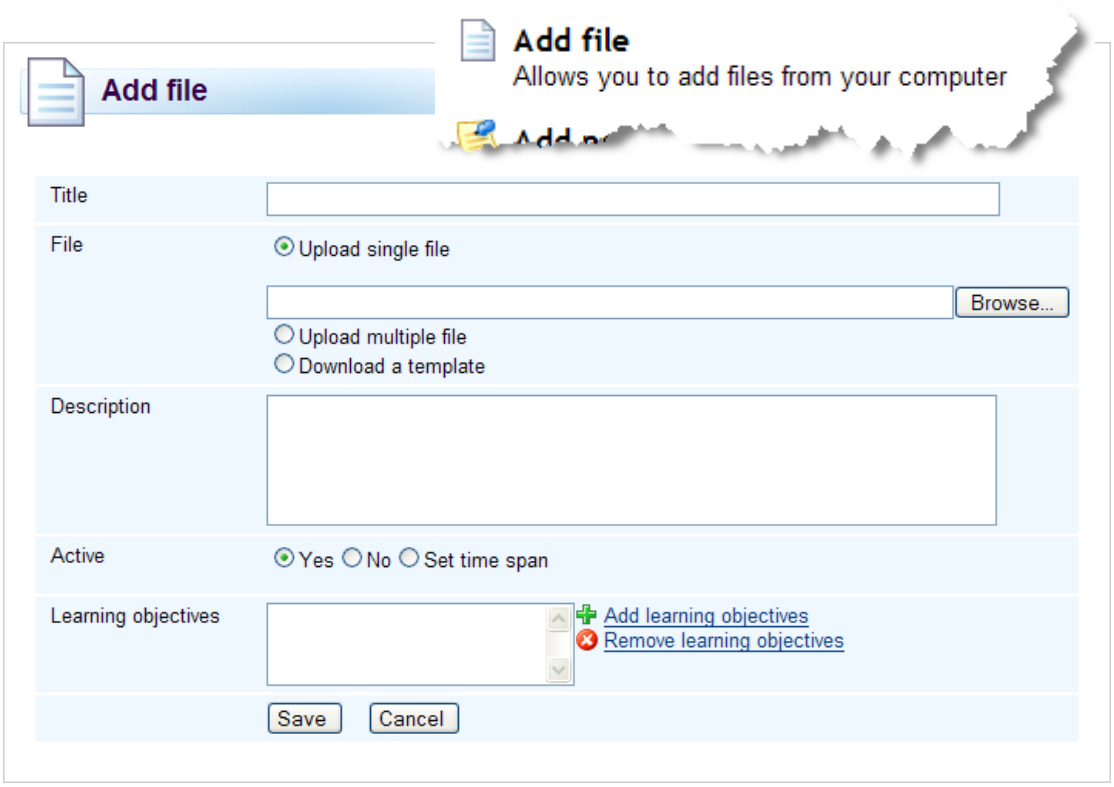
There is now a Print assignment link in the top right corner of the assignment overview. Click the link to print the assignment:



Add file-uploader

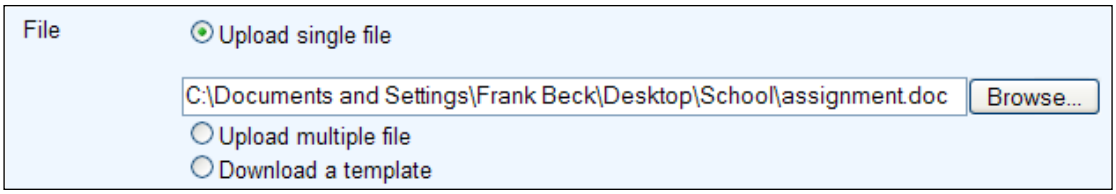
The file tool is improved with a new file uploader. One of the new features is that you are allowed to upload multiple files. As a result you can upload bigger file packages and file structures.

In version 3.1 the file uploader opened in a pop-up window, but in 3.2 the file uploader is integrated in the add file-page.



Uploading single files

Uploading single files works almost as before, but now the file uploader is integrated in the add file page.



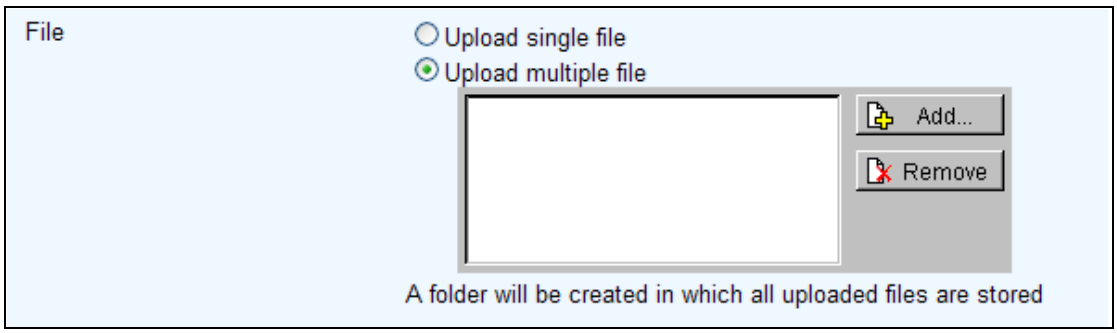
Uploading a single file:

1. Click Add in the navigation tree.
2. Enter a **Title**.
3. Click **Add file**.
4. Make sure that **Upload single file** is selected.

5. Click the **Browse** button and browse for the file locally on your computer.
6. Click **Save**. The file now appears in the navigation tree.

Note: if you don't enter a **Title** the filename is automatically shown as the file's title.

Uploading multiple files



This is a new feature in version 3.2. When you click **Add** you select the files to upload from you computer. On a PC hold down the Ctrl key while you select the files with your pointer (on a Mac, hold down the apple key).

When you add multiple files a folder is automatically created for the files.

Uploading multiple files

1. Click Add in the navigation tree.
2. Enter a title for the files. A folder is created for the files and the title you enter becomes the folder name.
3. Click **Add file**.
4. Make sure that **Upload multiple file** is selected.
5. Click the **Add** button and browse for the files locally on your computer.
6. Click **Save**.
7. Click **OK** in the pop-up confirmation box. A folder with the uploaded files is now visible in the navigation tree.

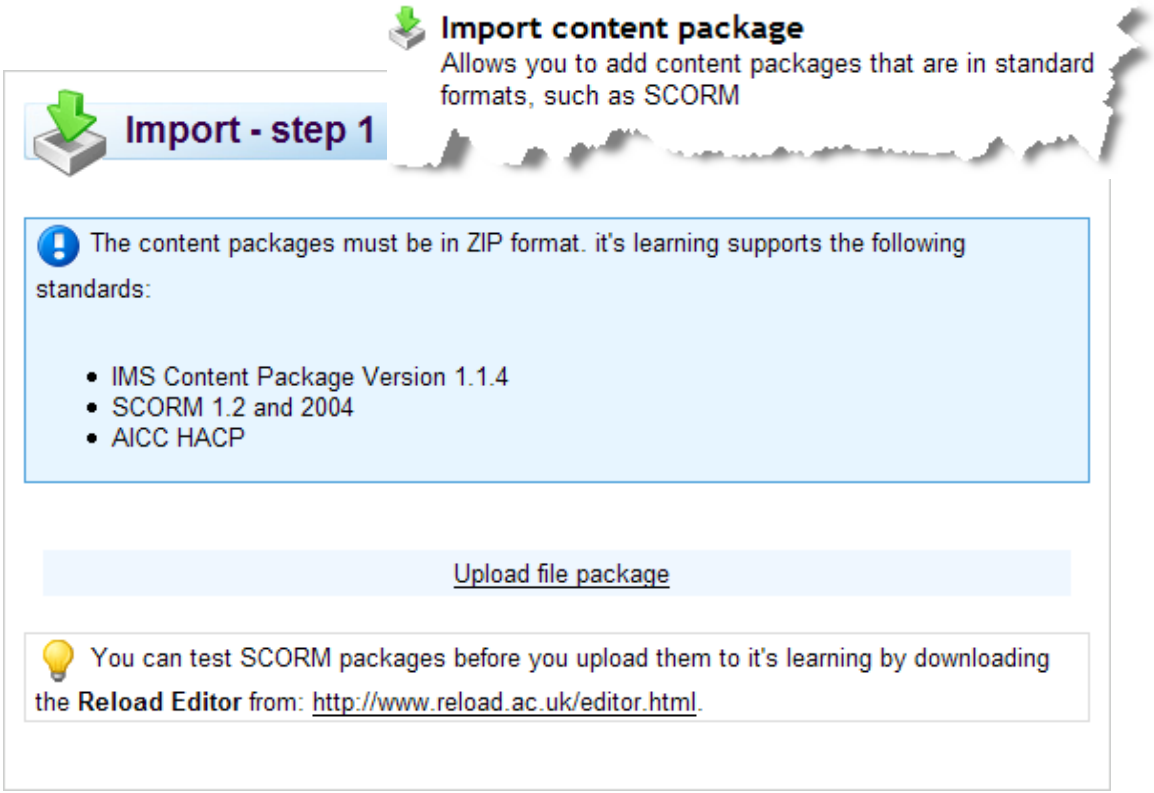
SCORM

In 3.2 the SCORM player is updated. it's learning now fully support both SCORM 1.2 and SCORM 2004.

The import interface is slightly changed compared to version 3.1.

Importing SCORM packages

1. Click Add in the navigation tree.
2. Click Import content package.
3. Click the Upload file package link.
4. Browse for the file on your computer.
5. Click Upload file.
6. Click Save. The content package now appears in the navigation tree.


Import content package
Allows you to add content packages that are in standard formats, such as SCORM
Import - step 1
The content packages must be in ZIP format. it's learning supports the following standards:
IMS Content Package Version 1.1.4
SCORM 1.2 and 2004
AICC HACP
Upload file package
You can test SCORM packages before you upload them to it's learning by downloading the Reload Editor from: http://www.reload.ac.uk/editor.html.

Note that we have removed the Luvit and Blackboard filter lists in 3.2. Blackboard packages can now be imported without any filter, while Luvit packages are not longer supported.

Mobile

it's learning mobile is updated. Users can now read and add blog and discussion entries in the mobile version.